Republic of the Philippines
CIVIL SERVICE COMMISSION

Serbisyo Sibil: Isang Daang Taong Paglilingkod

M. C. No. 17 s. 2001

MEMORANDUM CIRCULAR

TO: **ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, STATE UNIVERSITIES AND COLLEGES, AND ALL CIVIL SERVICE OFFICIALS AND EMPLOYEES**

SUBJECT: **ADMINISTRATIVE DISCIPLINARY RULES ON SEXUAL HARASSMENT CASES IN THE CIVIL SERVICE**

The Commission in CSC Resolution No. 01-0940 dated May 21, 2001 promulgated the "Administrative Disciplinary Rules on Sexual Harassment Cases". It defines the administrative offense of sexual harassment and prescribes the standard procedure for the administrative investigation, prosecution and resolution of sexual harassment cases in the public sector.

CSC Resolution No. 01-0940 was published on July 20, 2001 in the Philippine Daily Inquirer and pursuant to Section 68 of the Rules, it will take effect fifteen (15) days after its publication in a newspaper of general circulation, hence on August 5, 2001.

In connection therewith, all concerned are reminded that under Section 58 of the Rules, all agencies of the government shall promulgate or modify their rules and regulations in conformity with CSC Resolution No. 01-0940, in consultation with their employees, within six (6) months from the effectivity of said Resolution and those who fail to do so shall be charged with Neglect of Duty.

Further, all agencies of the government are also reminded of their duty to submit their rules and regulations on sexual harassment cases to the Commission within one (1) month from the date of their promulgation. However, in case there is a complaint alleging acts constituting sexual harassment during the period the agency is still in the process of promulgation or modifying its own rules and regulations, the case shall be administratively prosecuted, resolved and adjudicated based on Resolution No. 01-0940.

For strict compliance.

Quezon City, July 23, 2001.

KARINA CONSTANTINO-DAVID
Chairperson

July 23, 2001
OLA
FPG/esd